



Accounting Assistant Job Description

Location: Crown Point, Indiana

Status: Part Time

Hours: 15 to 20 hours per week as needed (in office)

Pay: \$20.00 - \$22.00 per hour

Reports to: Accounting Manager

Summary of position:

The Accounting Assistant is responsible for assisting with accounting functions of the organization including but not limited to accounts payable, grants payable, bank deposits, donation processing, payroll processing, database management and other accounting and administrative functions. The Accounting Assistant supports the Accounting Manager as needed.

Minimum Qualifications:

- Minimum three years' experience in accounting or financial position required.
- Knowledge of nonprofit and/or fund accounting preferred.
- Microsoft Office Suite competency: Excel, Word, Mail Merge.
- Experience with payroll processing: Intuit.
- Experience with financial software preferred: Foundant C-Suite.
- High level of integrity, sound judgement, and decision-making ability.
- High attention to detail, ability to learn new processes easily, analytical and organizational skills.

Essential Functions of the Job:

- Processes accounts payable and grants, including classifying and assigning payments to proper funds and accounts.
- Responsible for all aspects of donations, including profile set up/review, inputting, posting, and reporting.

- Profile database management, including updating profiles, analyzing all aspects of profile affiliations.
- Completes transfers between bank accounts.
- Assists with bank reconciliations on a monthly basis.
- Maintains financial security by following internal controls.
- Responsible for payroll preparation through a third-party processor.
- Assists with Financial Reporting.

Skills Required:

- Ability to work independently and in a team environment.
- Ability to multi-task with attention to detail.
- Demonstrated organizational and time management skills.
- Ability to effectively interact and communicate with others in a professional manner.
- Ability to problem solve.

Benefits:

- Paid holidays
- 401(k)
- 401(k) matching
- Flexible schedule

To Apply: Interested applicants should submit a cover letter and resume to the Crown Point Community Foundation at: hr@thecpcf.org

About CPCF: The Crown Point Community Foundation, Inc. serves South Lake County, Indiana through its mission of *enriching the quality of life* within the Crown Point, Cedar Lake, Lowell (Tri-Creek), and Winfield communities. The CPCF assists donors in fulfilling their charitable wishes in perpetuity. The Foundation has 35 years of experience serving our communities by promoting effective grantmaking, fostering philanthropy, stimulating community dialogue, and helping donors achieve their charitable goals.